

12.3.138 v.6  
NO DATE

STANDARD OFFICE PROCEDURE MANUAL

Issued By:

Longview Fibre Company

Procedure Title:

Approved By:

RECORD RETENTION PROCEDURES - LONGVIEW

C: Denotes Change

Issue Date:

Supersedes:

This record retention schedule is intended to provide a listing of all important company records, to identify department responsibility and to set forth the retention time for each record.

The records are listed first in alphabetical order within subject groups for all company records starting on page 54.10.01. Secondly, the records are shown in the same manner but are separated by the department having supervision, beginning on page 54.12.01. A reference number has been assigned to each record for users convenience in verbal or written communications.

An index of subject groups is included at page 54.09.01.

Refer to page 54.11.01 for all retention time and footnote references.

Each department must report any supervised records which should be added or deleted from this schedule. Please use the self explained form shown on page 54.03.02 for this purpose. In addition, we will periodically request a statement that department records have been reviewed and are considered to be correct.

Maintaining records for the period specified and subsequent purging is the responsibility of the department having supervision.

At times the company is required to retain records beyond the normal retention time. Prior to purging, we should always refer to SOPM page 54.02.01 for a listing of record numbers which have temporary retention time changes.

Reference to this record retention schedule is the subject of D.I. No. 01.R010.

USEPA SF



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Record Retention Special Restrictions

The following records must be retained as instructed below.

<u>RECORD NUMBER</u>	<u>DEPARTMENT</u>	<u>RECORD DESCRIPTION</u>	<u>INSTRUCTION</u>
NONE			

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II. Main Office - The following procedure should be followed:

- A. For each item to be stored, fill out form "Request for Record Retention." See page 54.03.02 and circulate as to routing on form. Final retention period will be approved by L. J. Holbrook. P. L. Schlecht will keep a log of these requests.
- B. Records should be placed in records storage box or file and properly labeled. Do not put different kinds of records in one box.
- C. Storage areas in the attic are preassigned. See diagram page 54.03.03. Complete a storage record card with details of box contents and cross index to the storage area. File the box and return the card to Debbie Antinoja for filing.
- D. Based on retention periods set up in A. above, purging should be done by the department who originally filed the material. When purging, check contents of boxes to be sure label and contents are the same before dumping.

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Addition \_\_\_\_\_

Request for Record Retention

Change \_\_\_\_\_

Deletion \_\_\_\_\_

Dept. having supervision \_\_\_\_\_

Name of Record \_\_\_\_\_

Type - IBM Runs, Invoices, etc. \_\_\_\_\_

Estimate of Annual Volume (Boxes, etc.) \_\_\_\_\_

Retention time criteria - Considerations for establishing retention period.

1. Legal - (Taxes, Labor Laws, Regulatory Agency, etc.)
  - A. Federal
  - B. State
  - C. Local
2. Retirement Plan -
3. Longview Fibre Use -
4. Other -
5. Is this record duplicated in other departments, etc. or maintained in a "computer" form. (ie. Monthly or Annual) \_\_\_\_\_

Retention Time \_\_\_\_\_

Departmental Approval(s) \_\_\_\_\_ Request No. \_\_\_\_\_

Route to: P. L. Schlecht

W. J. Davis

L. J. Holbrook

P. L. Schlecht

54.03.02

LFC003104

Procedure Title:

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ACCOUNTS PAYABLE VENDOR FILES -- FILE PURGING INSTRUCTIONS

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The following instructions are for year 1971 and all subsequent years.

1. Purge only years closed for tax purposes. Tax Supervisor should release years for purging when final tax settlement is made. Tax settlements for Federal and State income taxes, sales taxes, etc. should be taken into consideration in determining closed years.
2. Keep the complete folder for the following:
  - a. All Federal, State and Local Tax payments.
  - b. All Attorneys, Auditors, Title and Escrow Companies, Actuaries, Insurance Companies and Banks.
  - c. All payments made relative to timberland and plant site acquisitions. These payments are recorded in General Ledger Accounts 75-93-00-00 (Timber-Control) and 75-95-30-00 (Plant Sites). To trace these payments to the vendor paid, refer to the Accounts Payable Monthly Approved but Unpaid Report for whatever year is involved. Most payments recorded in Account No. 75-93-00-00 are filed in vendor folders labeled Timberland Purchases. Other payments in both accounts 75-93-00-00 and 75-95-30-00 are sufficiently identified by name to trace to the vendor folder in which payments are filed.

The Accounts Payable Supervisor should identify the items in 2.a. and 2.b. above by going through the Accounts Payable Vendor Summary listing and marking the appropriate vendors. These vendor jackets should then be pulled for permanent storage and the remaining vendor files should be discarded.

This procedure should require relatively little time and should be done promptly upon tax year clearance to keep filing space requirements under control.

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This index is a reference to the record retention Subject Groups listed in alphabetical order starting on page 54.10.01.

<u>Subject Group</u>	<u>Description</u>
A.	Accounts Payable
B.	Accounts Receivable
C.	
D.	Capital Assets
E.	Corporate Records
F.	
G.	Engineering
H.	Environmental
I.	
J.	Financial
K.	
L.	General Ledger and Other Miscellaneous Year-End Working Papers
M.	
N.	Inventory Cost and Production Records
O.	
P.	Payroll
Q.	Personnel and Safety
R.	
S.	Purchasing
T.	
U.	Sales
V.	
W.	Tax Returns and Schedules
X.	Timber
Y.	Transportation
Z.	

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<u>Record No.</u>	<u>Record Description</u>	<u>Primary File</u>	<u>Retention Time</u>	<u>Working Copies</u>	<u>Retention Time</u>
<u>Accounts Payable:</u>					
A.10	Approved but Unpaid Invoices (Monthly)	Acctg.	M***		
A.20	Cancelled Checks	Acctg.	L		
A.25	Meal Checks: Original, Timekeeper (Blue) & Book Copies	Acctg.	H		
A.30	Daily Check Register	Acctg.	G		
A.40	Vendor Invoices	Branch Plants	J Acctg.	M*	
A.41	Invoice Approval Summary Report #03831	Acctg.	G		
A.50	Monthly Check Register	Acctg.	L*		
A.60	Registers of Approved Invoices (Daily)	Acctg.	G**		
A.70	Accounts Payable Distribution, Computer Tapes Stored at Key Bank	Data Process.	J*		
<u>Accounts Receivable:</u>					
B.30	Backup Information and Correspondence	Acctg.	G		
B.40	History (Monthly)	Acctg.	V		
B.50	Open Items (Monthly)	Acctg.	H		
B.60	Trial Balance (Monthly)	Acctg.	N*		
B.70	Notes Receivable Update - Final Year Rpt. (Job 11088)	Acctg.	N		
<u>Capital Assets:</u>					
D.10	Asset Depreciation Dist.	Acctg.	H*		
D.20	Capital Asset Information	Branch Plants	T		
D.22	Fixed Asset Book Ledger (Monthly)	Acctg.	H		
D.23	Fixed Asset Book Ledger (October)	Acctg.	L*		
D.24	Fixed Asset Book Year-End	Acctg.	D-20		
D.25	Fixed Asset Inventory List (October)	Acctg.	L*		

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D.26	Fixed Asset Inventory List (Quarterly)	Acctg.	W		
D.30	Construction Ledgers and Completed Work Orders	Acctg.	P		
D.40	Fixed Asset Tax Ledger & Unigroup Detail (Monthly)	Acctg.	U		
<u>Corporate Records:</u>					
E.10	Corporate Documents Document File	Executive/Lv.	P		
E.20	Deeds		"	P	
E.30	Easements		"	D-20	
E.40	Insurance Policies	CBA	P		
E.50	Leases Document File		Executive/Lv.	B	
E.60	Legal Correspondence Document File	Executive/Lv.	P		
E.70	Patents/Trademarks/ Royalty Records	Executive/Lv. Document File	E		
E.80	Pollution Agreements and Permits	Executive/Lv. Document File	A		
<u>Engineering:</u>					
G.10	Equipment Engineering Records	Engineering	P		
G.20	General Correspondence	Engineering	H		
G.30	State Inspection Records	Engineering	P		
<u>Environmental:</u>					
H.01	Material Safety Data Sheet (MSDS) Listings	Tech. Service Branch Plants	D-30 D-30		
H.02	Obsolete MSDS Listings	Tech. Service	D-30 Branch Plants	D-30	
<u>Solid Waste:</u>					
H.05	th samples Solid Waste Site (Permit No. 08028) Report	Tech. Service	B		



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	to Cowlitz-Wahkiakum County Health District				
H.07	Industrial Solvents/Waste Records of Receipt, Use and Disposition. Waste Manifests Water.	Tech. Service Branch Plants	D-3 D-3		
H.10	Effluent Report Data Sheet (Contains Daily Values)	Tech. Service	P		
H.15	NPDES Discharge Monitoring (Report to DOE)	Tech. Service	P		
H.20	Wastewater Treatment Plant (Monitoring Report to DOE)	Tech. Service	P		
LFCo. Internal Reports to be Available for On Site Inspection:					
H.25	BOD Testing Work Sheet, Primary and Secondary Effluent. Lab Sheet Containing Saturday TSS Testing for Secondary Effluent.	Tech. Service	J		
H.35	Sanitary Sewer Report	Tech. Service	J		
H.40	Sanitary Sewer Testing - BOD, pH and TSS	Tech. Service	J		
H.50	Secondary Treatment Plant Lab Work Sheets - TSS, etc.	Tech. Service	J		
H.55	Secondary Treatment Plant Data Sheets #1 and #2	Tech. Service	J		
H.60	Secondary Treatment Plant Statistical Record Sheets #1 and #2	Tech. Service	J		
H.65	Sanitary Flow, Effluent Flow Temperature and pH Chart nos. 74-2-10, 74-2-40, 74-2-65 and 21-74-20	Tech. Service	J		
Air:					
H.70	Monthly Summary Report to DOE	Tech. Service	P		
LFCo. Internal Reports to be Available if Requested:					
H.75	Air and Water Pollution Control Data for Pulping Area, Form 3316	Tech. Service	J		

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H.80	Air and Water Pollution Control Data for Recovery Area, Form 3316-1	Tech. Service	J		
H.85	Charts for Pollution Control Data: Chart nos. 12-14-62, 12-15-45, 12-15-70, 12-19-60, 2-19-79, 1-01-41, 14-02-41, 4-03-41, 14-04-41, 20-12-52, 0-13-70, 20-16-70, 20-17-70, 0-20-51, 20-20-70	Tech. Service	J		
H.86	Stripchart Recorder/Analog Output: Continuous Emission Monitor Stripcharts	Tech. Service	P		
H.87	Computer printouts: #5 Kila TRS Emission Report; I/A D.A.S. Daily Environmental Report; #19 Furnace Reports (SMS Computer)	Tech. Service	J		
H.88	Typewritten/Handwritten Reports: WA State Report copies/Air Quality Engr. All Data Pages	Tech. Service	P		
H.89	Typewritten/Handwritten Reports: Form 3502-3 Pulping Pollution Report, Recovery Pollution Report	Tech. Service	J		
H.90	Particulate Sampling Worksheets	Tech. Service	J		
<u>Financial:</u>					
J.10	Bank Deposit Slips	Acctg.	G CBA	G	
J.20	Bank Statements, Reconciliations, Stop Payment Notices, Void Checks, etc.	Acctg. CBA	L L		
J.30	Cash Control	Acctg.	R-12		
J.40	Daily Cash Receipts			Acctg.	L
J.60	Time Payment and Promissory Notes	Acctg.	A	Recorded with	C County Clerk and/or Secretary of State (original of finance agreement)

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<u>General Ledger and Other Miscellaneous Year-End Working Papers:</u>					
L.4	Annual Report Working Papers	Acctg.	D-11		
L.6	Balance Sheet Working Papers, December thru September	Acctg.	J		
L.7	Balance Sheet Working - Papers, October	Acctg.	D-11		
L.9	CPI-U Book Ledger	Acctg.	D-3		
L.10	General Ledger:	Acctg.	P		
<u>Inventory, Cost and Production Records:</u>					
N.03	Accounts Payable Distribution	Acctg.	L*		
<u>Applied Physical Inventory:</u>					
N.05	Count Cards	Acctg.	N**		
N.06	Comparison Lists	Acctg.	N**		
N.07	Cut Off Lists	Acctg.	N**		
N.10	Bag Cost Profit Summary Monthly & Quarterly	Acctg.	H		
N.11	Bag cost reports (Oct.)	Acctg.	H*		
N.12	Bag cost reports (monthly)	Acctg.	R-12		
N.13.1	Barter & Exchange Inventory by Spec & BW (Monthly)	Acctg.	H		
N.13.2	Barter & Exchange Inventory by Spec & BW (October)	Acctg.	H*		
N.14	Box cost requests	Branch Plants	G		
N.15	Box cost center report	Acctg.	W		
N.16	Box cost Estimating - Production & Estimated Cost Work Papers	Acctg.	N		
<u>Box Profitability Reports:</u>					
N.17	Microfiche		Acctg.	P	Branch Plants M
N.18	PFT reports	Acctg.	H		
N.19	Month-End Combiner &	Acctg.	H		

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	Secondary Production Statistics				
N.25	Computer listings generated by Longview	Branch Plants	R-12		
N.27	Detail Entries	Acctg.	W		
N.29	Detail Listing	Acctg.	G		
N.31	Distribution Correlation	Acctg.	H		
N.33	General Correspondence	Branch Plants	H		
N.35	Grade Cost Reports (Oct.)	Acctg.	H*		
N.36	Grade Cost Reports (Monthly)	Acctg.	R-12		
N.38	Inventory Work Papers (Oct.)	Acctg.	H*		
N.39	Inventory Work Papers (Monthly)	Acctg.	H		
N.42	Journal Vouchers	Acctg.	P		
N.43	Journal Voucher Distribution	Acctg.	P		
N.48	Material Usage and Inventory Reports (Statistical)	Acctg.	H		
N.50	Operating Ledger Analysis (Oct.)	Acctg.	H*		
N.51	Operating Ledger Analysis (Monthly)	Acctg.	H		
N.52	Operating Ledger (October)	Acctg.	N*		
N.53	Operating Ledger (Preliminary)	Acctg.	R-12		
N.55	Payroll Distribution	Acctg.	L*		
N.56	Statistical Process Control Records (SPC)	Branch Plants	R-12		
N.58	Plant Production Records	Branch Plants	G		
N.59	Primary Machine Profit	Acctg.	H		
N.60	SIR Runs (See N. 61)	Acctg.	H		
N.61	SIR Runs (October for Groups 26, 27, 41, 42, 45, 46, 47 & 53)	Acctg.	H*		

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N.63	Source		Acctg.	0	
N.65	Stores Distribution	Acctg.	L*		
N.66	Stores Distribution, Computer Tapes stored at Key Bank	Data Proces.	J*		
N.67	Stores Transactions Lists	Acctg.	H		
N.68	Stores Pricing List	Acctg.	G		
N.69	Storeroom Requisitions	Acctg.	R-12		
N.75	Sundry Cash Receipts	Acctg.	N*		
N.80	Variable Entries	Acctg.	G		
N.82	Work Orders - Repairs	Acctg.	L*		
N.83	Work Order Analysis - Computer Tapes stored at Key Bank	Data Proces.	J*		
N.85	Worksheets Supporting Rpts. to Longview, etc.	Branch Plants	R-12		
<u>Payroll:</u>					
P.10	Advance Pays	CBA	G		
P.20	Cancelled Checks	CBA	L Acctg.	L	
P.25	Compensation to Employees Paid on Expense Statements	Acctg.	N		
P.30	Employee Non-fixed Deduction Authorizations such as safety shoes, safety, glasses, cafeteria books, etc.	CBA Branch Plants	H H		
P.33	Health Benefits List	CBA	J		
P.35	Employees Earnings Year to Date Ledger - Annual	CBA	P		
P.40	Employee Withholding Authorizations for state & federal tax	CBA Branch Plants	Y Y		
P.42	Union dues, United Fund, Rec. Ass'n. Credit Union, etc.	CBA Branch Plants	X X		
P.45	Garnishment & Child Support Papers - Completed	CBA	H		

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P.50	Government Reports & Payments Income Tax Withholdings, Employer W-2 Copies, Con- tributions to FICA, etc.	CBA	M		
P.60	Notice of Hourly Employees Absence	Personnel	H		
P.65	Payroll Distribution - Computer Tapes Stored at Key Bank	Data Process.	J*		
P.66	Payroll Data - Deduction Registers, Over 40 Listing (Hourly only)	CBA	H		
P.70	Recaps	CBA	G**	Branch Plants	G
P.72	Registers	CBA	P	Branch Plants	G
P.75	Retirement & Pension Plan Contracts	Executive/Lv. Document File	P		
P.76	Retirement & Pension Plan Records	CBA	P		
P.77	Retirement & Pension Plan Earnings Ledgers & Records Substantiating Earnings & Periods of Employment prior to Longview assuming payroll responsibility	Branch Plants	P		
P.78	Retirement Plan - Cancelled Checks & Statements	CBA	L		
P.79	Salary Employees Calculation of Gross Earnings	CBA	H		
P.80	Saving Bond Lists	CBA	L		
P.82	Saving Plan Records	CBA	P		
P.85	Time Cards	CBA Branch Plants	M M		
P.90	Vacation & Holiday Pay Records, Hourly Employees	CBA Branch Plants	M M		
<u>Personnel and Safety:</u>					
Q.10	Applicant Data - Employment Applications and Supplements Thereof For Persons <u>NOT</u> Hired	Branch Plants Personnel	J**** J****		

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Q.15	Disability and Sick Benefit Records	Actua	N		
Q.20	Employee Injury Record and Reports (Physician Cases)	Safety Branch Plants	P P		
Q.25	Employee Personnel File - Employment application, job ratings, absences, disciplines, education and job assignment history	Personnel CBA Branch Plants	P P P		
Q.30	Hearing and Physical Examinations	Medical	P		
Q.35	All Labor Contracts (original file to include: Original signed contract, subsequent initialed proposals or terms of agreement, amendments, advise of ratification and copy of published contract)	Executive/Lv. Document File	P	Personnel Depts. Published/extensive Distribution Accounting Dept.	C C
Q.40	Noise Monitoring Records	Safety Branch Plants	P P		
Q.45	OSHA Annual Reports	Safety	M		
Q.50	OSHA Log of Recordable Accidents	Safety	M		
Q.55	Safety Committee Minutes and Reports	Safety	J		
Q.60	Toxic Substances Monitoring Records	Safety Branch Plants	P P		
Q.70	WISHA/OSHA Inspection Reports	Safety	P		
Q.80	WISHA/Company Self Inspection Reports	Safety	G		
Q.90	Worktime Schedules for Plant Hourly Employees	Personnel Branch Plants	J J		
<u>Purchasing:</u>					
S.10	Shipping Memos and/or Bills of Lading for Returns, Repairs, etc. Out of Storeroom	Storeroom	H		
S.15	Cash Purchase Authorization Slips - Form 3575	Storeroom	R-12		
S.20	Cash Sales Slips	Storeroom	G**		

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S.25	Contracts for Purchases of Energy	Executive/L.v. Document File	A	Statistical Dept. Asst. to Mill Mgr.	C C
S.27	Supplier	Purchasing Branch Plants	C C		
S.28	Insurance Certificates	Purchasing Branch Plants	N N		
S.29	Expired Insurance Certificates	Purchasing Branch Plants	N N		
S.30	Contracts for Purchases of Materials & Services (Other than P.O.s)	Purchasing Branch Plants	B B	Engineering Dept. (Construction Contracts)	S
S.32	Contract Number Log Branch Plants	Purchasing P	P		
S.35	Correspondence	Purchasing Branch Plants	F F		
S.40	New Stock, Cancelled Items & Description Change Forms	Purchasing Branch Plants	P P		
S.45	New Stock, Cancelled Items and Description Change Rpts.	Purchasing	G		
S.47	Odometer Statement for Disposed Vehicles	Purchasing	N		
S.50	Purchase Orders	Purchasing Branch Plants	J J	Purchasing Clerk	W
S.50.1	Purchase Orders (Red Folder) Permanent "Material" P.O. File	Purchasing Branch Plants	P P		
S.50.2	Purchase Orders (Blue Folder) Permanent "Labor" P.O. File	Purchasing Branch Plants	N N		
S.52	Purged P.O./Invoice detail tape; and report tapes (2)	Data Process.	J		
S.55	Receiving Report (Master) & Shipping Documents	Storeroom Branch Plants	H H		
S.60	Requisitions (Materials and Services)	Purchasing Branch Plants	M J		
S.65	Surplus Sales & Credits Branch Plants	Purchasing N	N		
S.70	Year End Storeroom Inventories & Work Sheets	Storeroom	G**		



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S.80	Vendor/Supplier Certification (SPC Program)	Branch Plants	D-3		
Sales:					
U.10 (Paper)	Barter and Exchange Reports	Acctg.	M	Production Plan.	W
U.15	Box Customer Complaints	Branch Plants	H		
U.18	Box Sales - All Locations - Computer Tapes Stored at Key Bank	Data Proces.	H		
U.20	Box Sales Analysis	Acctg.	N	Box Sales Offices	W
U.25	Box Sales Invoices	Acctg.	L	Branch Plants	H
U.30	Customer Correspondence	Cust. Service Sales Offices	H H		
U.35	Customer Sales Orders	Branch Plants	H		
U.40	Exchange Agreements and Barbers - Paper & Board	Executive/Lv. Document File	A	Production Plan. Customer Service S. F. Office	C C C
U.45	Log Sales Invoices	Acctg.	M		
U.50	Miscellaneous Debits & Credits Listing (Monthly)	Acctg.	N		
U.55	Paper Mill Orders	Cust. Service	H		
U.58	Paper Sales Reports - Computer Tapes Stored at Key Bank	Data Proces.	H		
U.60	Paper Sales Analysis	Acctg.	N	Paper Sales Offices	W
U.65	Paper Sales Invoices - Lv.	Acctg.	M		
U.70	Paper Sales Invoices - Eastern & Midwest	Acctg.	M	Branch Plants	H
U.72	Waltham Current Month Sales - Computer Tapes Stored at Key Bank	Data Proces.	H		
U.75	Price Files	Sales Offices Cust. Service	D-4 M		

STANDARD OFFICE PROCEDURE MANUAL  
Longview Fibre Company

Issued By: \_\_\_\_\_

Procedure Title: \_\_\_\_\_

Approved By: \_\_\_\_\_

RECORD RETENTION SCHEDULE - ALL DEPARTMENTS

C: Denotes Change

Issue Date: \_\_\_\_\_

Supersedes: \_\_\_\_\_

<u>Record No.</u>	<u>Record Description:</u>	<u>Primary File</u>	<u>Retention Time</u>	<u>Working Copies</u>	<u>Retention Time</u>
U.80	Sales Agreements Paper & Board	S.F. Office	A	Customer Ser. Prod. Planning	C C
U.85	Sales Agreements West Coast Box	Seattle V.P.-Sales	A	Sales Office Responsible	C
U.90	Sales Distributions Paper and Box	Acctg.	N*	Branch Plants	W
U.95	Trade Assn. Reports Amer. Forest & Paper Assoc. Paper Bag Institute Fibre Box Assn.	Statistical Statistical Acctg.	H H H		
<u>Tax Returns and Schedules:</u>					
W.10	All Tax Returns and Schedules	Acctg.	P		
<u>Timber:</u>					
X.10	Chip & Hogfuel Scale Tickets	Acctg.	R-9		
X.20	Chip, Sawdust, Hog Fuel and Log Purchase Contracts	Executive/Lv. Document File	A	Fiber Supply Acctg. Dept.	C C
X.25	Herbicide & Pesticide Application & Testing Records - Deer Island, Nehalem & S.W. Wash. T.F.	Longview Timber Dept.	D-3		
All other Tree Farms		Tree Farm Off	D-3		
X.30	Log Runs (Monthly Sales Statistical Data)	Acctg.	N*		
X.32	Log Stats, IRS Accum. Cost History, Computer Tapes Stored at Key Bank	Data Proces.	J*		
X.40	Log Load Scale Certificates	Acctg.	L		
X.45	Log Trip Tickets	Acctg.	L		
X.50	Timber Logging Contracts & Supplements thereto	Acctg.	A	Timber Office Tree Farm Mgr.	C C
X.60	Timber Dept. Temporary Easements or Right-of-Ways	Timber Office	A	Tree Farm Mgr. Accounting Dept.	C C
<u>Transportation:</u>					
Y.10	Bills of Lading	Data Processing Branch Plants	L L		
Y.20	Claims	Transportation	H		

STANDARD OFFICE PROCEDURE MANUAL  
Longview Fibre Company

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RECORD RETENTION SCHEDULE - ALL DEPARTMENTS

Issue Date:

C: Denotes Change

Supersedes: \_\_\_\_\_

<u>Record No.</u>	<u>Record Description:</u>	<u>Primary File</u>	<u>Retention Time</u>	<u>Working Copies</u>	<u>Retention Time</u>
Y.30	Freight Bills (Statements)	Transportation Acctg.	J L		
Y.40	Railroad Track Right-of-Way Agreements	Executive/L.v.	B	Transportation Document File	C
Y.50		Routing Records		Transportation	G

Procedure Title:

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RECORD RETENTION SCHEDULE

Issue Date:

C: Denotes Change

Supersedes:

RETENTION TIMES AND FOOTNOTES

A	3 YEARS AFTER CANCELLATION OR TERMINATION
B	6 YEARS AFTER CANCELLATION OR TERMINATION
C	UNTIL CANCELLATION OR TERMINATION
D-3	3 YEARS
D-4	4 YEARS
D-11	11 YEARS
D-20	20 YEARS
D-30	30 YEARS
E	10 YEARS AFTER EXPIRATION
F	CURRENT CALENDER YEAR
G	1 YEAR PLUS CURRENT FISCAL YEAR
H	2 YEARS PLUS CURRENT FISCAL YEAR
J	3 YEARS PLUS CURRENT FISCAL YEAR
L	4 YEARS PLUS CURRENT FISCAL YEAR
M	5 YEARS PLUS CURRENT FISCAL YEAR
N	6 YEARS PLUS CURRENT FISCAL YEAR
P	PERMANENT
R-9	9 MONTHS
R-12	12 MONTHS
S	6 MOS. AFTER ACCEPTANCE OF CONTRACTED WORK
T	UNTIL DISPOSAL OF ASSET
U	MONTHLY LISTS FOR 1 YEAR PLUS OCTOBER (FYTD) PERMANENT
V	CURRENT MONTH PLUS OCTOBER (FYTD) FOR 4 YEARS
W	WHILE USEFUL
X	ALL CURRENT - RETAIN 2 YEARS AFTER TERMINATION
Y	ALL CURRENT - RETAIN 4 YEARS AFTER TERMINATION
*	RETAIN ALL FOR OPEN FEDERAL OR STATE TAX YEARS
**	RETAIN FOR PERIOD UNAUDITED BY PW
***	RETAIN FOR UNAUDITED YEARS FOR WASHINGTON SALES & USE TAX
****	EXCEPT WHEN ENFORCEMENT ACTION INSTITUTED
*****	OR THREE YEARS AFTER DEATH

NOTICE: ALWAYS REFER TO STANDARD OFFICE PROCEDURE MANUAL PAGE 54.02.01 FOR A LISTING OF RECORD NUMBERS WHICH HAVE TEMPORARY RETENTION TIME CHANGES.

Procedure Title:

Approved By:

**RECORD RETENTION SCHEDULE - ACCOUNTING**

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Accounts Payable:</u>						
A.10	Approved but Unpaid Invoices (Monthly)		Acctg.	M***		
A.20	Cancelled Checks		Acctg.	L		
A.25	Meal Checks: Original, Timekeeper(Blue) & Book Copies		Acctg.	H		
A.30	Daily Check Register		Acctg.	G		
A.40	Vendor Invoices		Acctg.	M*		
A.41	Invoice Approval Summary Report #03831		Acctg.	G		
A.50	Monthly Check Register		Acctg.	L*		
A.60	Registers of Approved Invoices (Daily)		Acctg.	G**		
<u>Accounts Receivable:</u>						
B.30	Back-up Information and Correspondence		Acctg.	G		
B.40	History (Monthly)		Acctg.	V		
B.50	Open Items (Monthly)		Acctg.	H		
B.60	Trial Balance (Monthly)		Acctg.	N*		
B.70	Notes Receivable Update - Final Year Report (Job 11088)		Acctg.	N		
<u>Capital Assets:</u>						
D.10	Asset Depreciation Dist.		Acctg.	H*		
D.22	Fixed Asset Book Ledger (Monthly)		Acctg.	H		
D.23	Fixed Asset Book Ledger (October)		Acctg.	L*		
D.24	Fixed Asset Book Year-End Reports		Acctg.	D-20		
D.25	Fixed Asset Inventory List (October)		Acctg.	L*		
D.26	Fixed Asset Inventory List (Quarterly)		Acctg.	W		
D.30	Construction Ledgers and Completed Work Orders		Acctg.	P		
D.40	Fixed Asset Tax Ledger		Acctg.	U		



Procedure Title:

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**RECORD RETENTION SCHEDULE - ACCOUNTING**

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<b>Financial:</b>						
J.10	Bank Deposit Slips	Acctg.	G			
J.20	Bank Statements, Reconciliations, Stop Payment Notices, Void Checks, etc.	Acctg.	L			
J.30	Cash Control	Acctg.	R-12			
J.40	Daily Cash Receipts	Acctg.	L			
J.60	Time Payment and Promissory Notes	Acctg.	A	Recorded with County Clerk and/or Secretary of State (original of finance agreement)	C	
<b><u>General Ledger and Other Miscellaneous Year-End Working Papers:</u></b>						
L.4	Annual Report Working Papers	Acctg.	D-11			
L.6	Balance Sheet Working Papers - December through September	Acctg.	J			
L.7	Balance Sheet Working Papers - October	Acctg.	D-11			
L.9	CPI-U Book Ledger	Acctg.	D-3			
L.10	General Ledger	Acctg.	P			
<b><u>Inventory, Cost and Production Records:</u></b>						
N.03	Accounts Payable Distribution	Acctg.	L*			
<b>Applied Physical Inventory:</b>						
N.05	Count Cards	Acctg.	G**			
N.06	Comparison Lists	Acctg.	G**			
N.07	Cut Off Lists	Acctg.	G**			
N.10	Bag Cost Profit Summary Monthly & Quarterly	Acctg.	H			
N.11	Bag cost reports (Oct.)	Acctg.	H*			
N.12	Bag cost reports (monthly)	Acctg.	R-12			
N.13.1	Barter & Exchange Inventory By Spec & BW (monthly)	Acctg.	H			
N.13.2	Barter & Exchange Inventory By Spec & BW (October)	Acctg.	H*			





Procedure Title:

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**RECORD RETENTION SCHEDULE - ACCOUNTING**

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
N.15	Box cost center report	Acctg.	W			
N.16	Box Cost Estimating - Production & Estimated Cost Work Papers	Acctg.	N			
	Box Profitability Reports:					
N.17	Microfiche	Acctg.	P			
N.18	PFT reports	Acctg.	H			
N.19	Month-End Combiner & Secondary Production Statistics	Acctg.	H			
N.27	Detail Entries	Acctg.	W			
N.29	Detail Listing	Acctg.	G			
N.31	Distribution Correlation	Acctg.	H			
N.35	Grade Cost Reports (Oct.)	Acctg.	H*			
N.36	Grade Cost Reports (Monthly)	Acctg.	R-12			
N.38	Inventory Work Papers (Oct.)	Acctg.	H*			
N.39	Inventory Work Papers (Monthly)	Acctg.	H			
N.42	Journal Vouchers	Acctg.	P			
N.43	Journal Voucher Distribu- tion	Acctg.	P			
N.48	Material Usage and Inventory Reports (Statistical)	Acctg.	H			
N.50	Operating Ledger Analysis (Oct.)	Acctg.	H*			
N.51	Operating Ledger Analysis (Monthly)	Acctg.	H			
N.52	Operating Ledger (October)	Acctg.	N*			
N.53	Operating Ledger (Preliminary)	Acctg.	R-12			
N.55	Payroll Distribution	Acctg.	L*			
N.59	Primary Machine Profit	Acctg.	H			
N.60	SIR Runs (See N.61)	Acctg.	H			
N.61	SIR Runs (October for Groups 26, 27, 41, 42, 45, 46, 47 & 53)	Acctg.	H*			

N.63

Source

Acctg.

G

**STANDARD OFFICE PROCEDURE MANUAL**  
Longview Fibre Company

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**RECORD RETENTION SCHEDULE - ACCOUNTING**

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
N.65	Stores Distribution	Acctg.	L*			
N.67	Stores Transactions Lists	Acctg.	H			
N.68	Stores Pricing List	Acctg.	G			
N.69	Storeroom Requisitions	Acctg.	R-12			
N.75	Sundry Cash Receipts	Acctg.	N*			
N.80	Variable Entries	Acctg.	G			
N.82	Work Orders - Repairs	Acctg.	L*			
<u>Payroll:</u>						
P.20	Cancelled Checks	Acctg.	L			
P.25	Compensation to Employees Paid on Expense Statements	Acctg.	N			
<u>Sales:</u>						
U.10	Barter and Exchange Reports (Paper)	Acctg.	M			
U.20	Box Sales Analysis	Acctg.	N			
U.25	Box Sales Invoices	Acctg.	L			
U.45	Log Sales Invoices	Acctg.	M			
U.50	Miscellaneous Debits & Credits Listing (Monthly)	Acctg.	N			
U.60	Paper Sales Analysis	Acctg.	N			
U.65	Paper Sales Invoices - Lv.	Acctg.	M			
U.70	Paper Sales Invoices - Eastern & Midwest	Acctg.	M			
U.90	Sales Distributions Paper and Box	Acctg.	N*			
U.95	Trade Assn. Reports Fibre Box Assn.	Acctg.	H			
<u>Tax Returns and Schedules:</u>						
W.10	All Tax Returns and Schedules	Acctg.	P			
<u>Timber:</u>						
X.10	Chip & Hogfuel Scale Tickets	Acctg.	R-9			
X.20	Chip, Sawdust, Hog Fuel & Log Purchase Contracts	Executive/Lv. Document File	A		Acctg. Dept.	C

X.30

Log Runs (Monthly Sales  
Statistical Data)

Acctg.

N\*

STANDARD OFFICE PROCEDURE MANUAL  
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RECORD RETENTION SCHEDULE - ACCOUNTING

Issue Date:

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Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
X.40	Log Load Scale Certificates	Acctg.	L			
X.45	Log Trip Tickets	Acctg.	L			
X.50	Timber Logging Contracts & Supplements thereto	Acctg.	A			
X.60	Timber Dept. Temporary Easements or Right-of-Ways	Timber Office	A		Acctg. Dept.	C
<u>Transportation:</u>						
Y.30	Freight Bills (Statements)	Acctg.	L			

Procedure Title:

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**RECORD RETENTION SCHEDULE - BRANCH PLANTS**

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Accounts Payable:</u>						
A.40	Vendor Invoices		Branch Plants	J		
<u>Capital Assets:</u>						
D.20	Capital Asset Information		Branch Plants	T		
<u>Environmental:</u>						
H.01	Material Safety Data Sheet (MSDS) Listings		Branch Plants	D-30		
H.02	Obsolete MSDS Listings		Branch Plants	D-30		
H.07	Industrial Solvents/Waste Records of Receipt, Use & Disposition. Waste Manifests		Branch Plants	D-3		
<u>Inventory, Cost and Production Records:</u>						
N.14	Box Cost Requests		Branch Plants	G		
<u>Box Profitability Reports:</u>						
N.17	Microfiche		Acctg.	P	Branch Plants	M
N.25	Computer listings generated by Longview		Branch Plants	R-12		
N.33	General Correspondence		Branch Plants	H		
N.56	Statistical Process Control Records (SPC)		Branch Plants	R-12		
N.58	Plant Production Records		Branch Plants	G		
N.85	Worksheets Supporting Rpts. to Longview, etc.		Branch Plants	R-12		
<u>Payroll:</u>						
P.30	Employee Non-fixed Deduction Authorizations such as safety shoes, safety glasses, cafeteria books, etc.		Branch Plants	H		
P.40	Employee Withholding Authorizations for state & federal tax.		Branch Plants	Y		
P.42	Union dues, United Fund, Rec. Ass'n. Credit Union, etc.		Branch Plants	X		
P.70	Recaps		CBA	G**	Branch Plants	G
P.72	Registers		CBA	P	Branch Plants	G

STANDARD OFFICE PROCEDURE MANUAL  
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RECORD RETENTION SCHEDULE - BRANCH PLANTS

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
P.77	Retirement & Pension Plan Earnings Ledgers & Records Substantiating Earnings & Periods of Employment prior to Longview assuming payroll responsibility		Branch Plants	P		
P.85	Time Cards		Branch Plants	M		
P.90	Vacation & Holiday Pay Records, Hourly Employees		Branch Plants	M		
<u>Personnel and Safety:</u>						
Q.10	Applicant Data, Employment Applications and Supplements Thereeto For Persons <u>NOT</u> Hired		Branch Plants	J****		
Q.20	Employee Injury Record and Reports (Physician Cases)		Branch Plants	P*****		
Q.25	Employee Personnel File - Employment application, job ratings, absences, disciplines, education and job assignment history		Branch Plants	P		
Q.40	Noise Monitoring Records		Branch Plants	P		
Q.60	Toxic Substances Monitoring Records		Branch Plants	P		
Q.90	Worktime Schedules for Plant Hourly Employees		Branch Plants	J		
<u>Purchasing:</u>						
S.27	Supplier Files		Branch Plants	C		
S.28	Insurance Certificates		Branch Plants	N		
S.29	Expired Insurance Certificates		Branch Plants	N		
S.30	Contracts for Purchases of Materials & Services (Other than P.O.s)		Branch Plants	B		
S.32	Contract Number Log		Branch Plants	P		
S.35	Correspondence		Branch Plants	F		
S.40	New Stock, Cancelled Items & Description Change Forms		Branch Plants	P		
S.50	Purchase Orders		Branch Plants	J	Purchasing Clerk	W
S.50.1	Purchase Orders (Red Folder) Permanent "Material" P.O. File		Branch Plants	P		

S.50.2 Purchase Orders (Blue Folder) Branch Plants N  
Permanent "Labor" P.O. File



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RECORD RETENTION SCHEDULE - BRANCH PLANTS

Issue Date:

C: Denotes Change \_\_\_\_\_ Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
S.55	Receiving Reports (Master) & Shipping Documents	Branch Plants	H			
S.60	Requisitions (Materials and Services)	Branch Plants	J			
S.65	Surplus Sales & Credits	Branch Plants	N			
S.80	Vendor/Supplier Certification	Branch Plants	D-3			
<u>Sales:</u>						
U.15	Box Customer Complaints	Branch Plants	H			
U.25	Box Sales Invoices	Acctg.	L	Branch Plants	H	
U.35	Customer Sales Orders	Branch Plants	H			
U.70	Paper Sales Invoices - Eastern & Midwest	Acctg.	M	Branch Plants	H	
U.90	Sales Distributions Paper and Box	Acctg.	N*	Branch Plants	W	
<u>Transportation:</u>						
Y.10	Bills of Lading	Branch Plants	L			

RECORD RETENTION SCHEDULE - COMPENSATION BENEFIT ACCOUNTING

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Corporate Records:</u>						
E.40	Insurance Policies	CBA	P			
<u>Financial:</u>						
J.10	Bank Deposit Slips	CBA	G			
J.20	Bank Statements, Reconciliations, Stop Payment Notices, Void Checks, etc.	CBA	L			
<u>Payroll:</u>						
P.10	Advance Pays	CBA	G			
P.20	Cancelled Checks	CBA	L			
P.30	Employee Nonfixed Deduction Authorizations such as safety shoes, safety glasses, cafeteria books, etc.	CBA	H			
P.33	Health Benefits List	CBA	J			
P.35	Employees Earnings Year to Date Ledger - Annual	CBA	P			
P.40	Employee Withholding Authorizations for state & federal tax	CBA	Y			
P.42	Union dues, United Fund Rec. Ass'n., Credit Union, etc.	CBA	X			
P.45	Garnishment & Child Support Papers - Completed	CBA	H			
P.50	Government Reports & Payments, Income Tax Withholdings, Employer W-2 Copies, Contributions to FICA, etc.	CBA	M			
P.66	Payroll Data - Deduction Registers, Over 40 Listing (Hourly Only)	CBA	H			
P.70	Recaps	CBA	G**			
P.72	Registers	CBA	P			
P.76	Retirement & Pension Plan Records	CBA	P			
P.78	Retirement Plan - Cancelled	CBA	L			

Checks & Statements

54.12.15

LFC003135

STANDARD OFFICE PROCEDURE MANUAL  
Longview Fibre Company

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RECORD RETENTION SCHEDULE - COMPENSATION BENEFIT ACCOUNTING

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
P.79	Salary Employees Calculation of Gross Earnings	CBA	H			
P.80	Savings Bond Lists	CBA	L			
P.82	Saving Plan Records	CBA		P		
P.85	Time Cards	CBA		M		
P.90	Vacation & Holiday Pay Records, Hourly Employees	CBA	M			
<u>Personnel &amp; Safety:</u>						
Q.25	Employee Personnel File - Employment applications, job ratings, absences, disciplines, education & job assignment history	CBA		P		

STANDARD OFFICE PROCEDURE MANUAL  
Longview Fibre Company

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RECORD RETENTION SCHEDULE - CUSTOMER SERVICE

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Sales:</u>						
U.30	Customer Correspondence		Cust. Service	H		
U.40	Exchange Agreements and Barriers - Paper & Board		Executive/Lv. Document File	A	Customer Service	C
U.55	Paper Mill Orders		Cust. Service	H		
U.75	Price Files		Cust. Service	M		
U.80	Sales Agreements Paper & Board		S.F. Office A		Customer Service	C
U.95	Trade Assn. Reports Amer. Forest & Paper Association		Cust. Service	H		
	Paper Bag Institute		Cust. Service	H		

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RECORD RETENTION SCHEDULE - DATA PROCESSING AND SYSTEMS DEVELOPMENT

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Accounts Payable:</u>						
A.70	Accounts Payable Distribution Computer Tapes stored at Key Bank	Data Proc.	J*			
<u>Inventory, Cost and Production Records:</u>						
N.66	Stores Distribution - Computer Tapes stored at Key Bank	Data Proc.	J*			
N.83	Work Order Analysis - Computer Tapes stored at Key Bank	Data Proc.	J*			
<u>Payroll:</u>						
P.65	Payroll Distribution - Computer Tapes stored at Key Bank	Data Proc.	J*			
<u>Purchasing:</u>						
S.52	Purged P.O./Invoice detail tape; and report tapes (2)	Data Proc.	J			
<u>Sales:</u>						
U.18	Box Sales - All Locations Computer Tapes stored at Key Bank	Data Proc.	H			
U.58	Paper Sales Reports - Computer Tapes stored at Key Bank	Data Proc.	H			
U.72	Waltham Current Month Sales - Computer Tapes stored at Key Bank	Data Proc.	H			
<u>Timber:</u>						
X.32	Log Stats, IRS Accum. Cost History - Computer Tapes stored at Key Bank	Data Proc.	J*			
<u>Transportation:</u>						
Y.10	Bills of Lading	Data Proc.	L			

STANDARD OFFICE PROCEDURE MANUAL  
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RECORD RETENTION SCHEDULE - ENGINEERING

Issue Date:

C: Denotes Change \_\_\_\_\_ Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Engineering:</u>						
G.10	Equipment Engineering Records		Engineering P			
G.20	General Correspondence		Engineering H			
G.30	State Inspection Records		Engineering P			
<u>Purchasing:</u>						
S.30	Contracts for Purchases of Materials & Services (Other than P.O.s)	Purchasing Branch Plants	B B		Engineering Dept. S (Construction Contracts)	

54.12.19

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RECORD RETENTION SCHEDULE - EXECUTIVE/LV. DOCUMENT FILE

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Corporate Records:</u>						
E.10	Corporate Documents		Executive/Lv. Document File	P		
E.20	Deeds		"	P		
E.30	Easements		"	D-20		
E.50	Leases		Executive/Lv. Document File	B		
E.60	Legal Correspondence		Executive/Lv. Document File	P		
E.70	Patents/Trademarks/ Royalty Records		Executive/Lv. Document File	E		
E.80	Pollution Agreements and Permits		Executive/Lv. Document File	A		
<u>Payroll:</u>						
P.75	Retirement & Pension Plan Contracts		Executive/Lv. Document File	P		
<u>Personnel and Safety:</u>						
Q.35	All Labor Contracts (origi- nal file to include: Original signed contract, subsequent initialed pro- posals or terms of agree- ment, amendments, advise of ratification and copy of published contract)		Executive/Lv. Document File	P		
<u>Purchasing:</u>						
S.25	Contracts for Purchases of Energy		Executive/Lv. Document File	A		
<u>Sales:</u>						
U.40	Exchange Agreements and Barters - Paper & Board		Executive/Lv. Document File	A		
<u>Timber:</u>						
X.20	Chip, Sawdust, Hog Fuel and Log Purchase Contracts		Executive/Lv. Document File	A		
<u>Transportation:</u>						
Y.40	Railroad Track Right-of- Way Agreements		Executive/Lv. Document File	B		



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RECORD RETENTION SCHEDULE - FIBER SUPPLY

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Timber:</u>						
X.20	Chip, Sawdust, Hog Fuel and Log Purchase Contracts	Executive/Lv.	A Document File		Fiber Supply	C

STANDARD OFFICE PROCEDURE MANUAL  
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RECORD RETENTION SCHEDULE - MEDICAL CENTER

Issue Date:

C: Denotes Change                      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Personnel and Safety:</u>						
Q.30	Hearing and Physical Exami- nations		Medical	P		

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**RECORD RETENTION SCHEDULE - PERSONNEL**

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Payroll:</u>						
P.60	Notice of Hourly Employees Absence	Personnel	H			
<u>Personnel and Safety:</u>						
Q.10	Applicant Data - Employment - Applications and Supplements Thereeto For Persons <u>NOT</u> Hired	Personnel	J****			
Q.25	Employee Personnel File - Employment application, job ratings, absences, disciplines, education and job assignment history	Personnel		P		
Q.35	All Labor Contracts (origi- nal file to include: Original signed contract, subsequent initialed pro- posals or terms of agree- ment, amendments, advise of ratification and copy of published contract)	Executive/Lv. Document File	P		Personnel Depts. C Published/exten- sive Distribution Accounting Dept. C	
Q.90	Worktime Schedules for Plant Hourly Employees	Personnel	J			

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RECORD RETENTION SCHEDULE - PRODUCTION PLANNING

Issue Date:

C: Denotes Change \_\_\_\_\_ Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
Sales:						
U.10	Barter & Exchange Exports	Acct.	M		Prod. Planning	W
U.40	Exchange Agreements and Barter - Paper & Board	Executive/Lv. Document File		A	Prod. Planning	C
U.80	Sales Agreements Paper & Board	S.F. Office	A		Prod. Planning	C

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Longview Fibre Company

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RECORD RETENTION SCHEDULE - PURCHASING

Issue Date:

C: Denotes Change                      Supersedes:

<u>Record No.</u>	<u>Record Description:</u>	<u>File</u>	<u>Primary Time</u>	<u>Retention Copies</u>	<u>Working Time</u>	<u>Retention</u>
	<u>Purchasing:</u>					
S.27	Supplier Files		Purchasing	C		
S.28	Insurance Certificates	Purchasing	N			
S.29	Expired Insurance Certificates	Purchasing	N			
S.30	Contracts for Purchases of Materials & Services (Other than P.O.'s)	Purchasing	B			
S.32	Contract Number Log	Purchasing	P			
S.35	Correspondence	Purchasing	F			
S.40	New Stock, Cancelled Items & Description Change Forms	Purchasing	P			
S.45	New Stock, Cancelled Items and Description Change Rpts.	Purchasing	G			
S.47	Odometer Statement for Disposed Vehicles	Purchasing	N			
S.50	Purchase Orders	Purchasing	J			
S.50.1	Purchase Orders (Red Folders) Permanent "Material" P.O. Files	Purchasing	P			
S.50.2	Purchase Orders (Blue Folders) Permanent "Labor" P.O. Files	Purchasing	N			
S.60	Requisitions (Materials and Services)	Purchasing	M			
S.65	Surplus Sales & Credits	Purchasing	N			

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Longview Fibre Company

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RECORD RETENTION SCHEDULE - SAFETY

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Personnel and Safety:</u>						
Q.20	Employee Injury Record and Reports (Physician Cases)		Safety	P*****		
Q.40	Noise Monitoring Records		Safety	P		
Q.45	OSHA Annual Reports		Safety	M		
Q.50	OSHA Log of Recordable Accidents	Safety	M			
Q.55	Safety Committee Minutes and Reports		Safety	J		
Q.60	Toxic Substances Monitoring Records	Safety	P			
Q.70	WISHA/OSHA Inspection Reports		Safety	P		
Q.80	WISHA/Company Self Inspection Reports	Safety	G			

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RECORD RETENTION SCHEDULE - SALES OFFICES

Issue Date:

C: Denotes Change

Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
Sales:						
U.20	Box Sales Analysis	Acctg.	N	Box Sales	Offices	W
U.30	Customer Correspondence	Sales Offices H				
U.40	Exchange Agreements and Barter - Paper & Board	Executive/Lv. Document File		A	S.F. Office	C
U.60	Paper Sales Analysis	Acctg.	N	Paper Sales Offices		W
U.75	Price Files	Sales Offices D-4				
U.80	Sales Agreements Paper & Board	S.F. Office A				
U.85	Sales Agreements West Coast Box	Seattle V.P.-Sales	A	Sales Office Responsible		C

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RECORD RETENTION SCHEDULE - STOREROOM

Issue Date:

C: Denotes Change      Supersedes:

<u>Record</u> <u>No.</u>	<u>Record Description:</u>	<u>File</u>	<u>Primary</u> <u>Time</u>	<u>Retention</u> <u>Copies</u>	<u>Working</u> <u>Time</u>	<u>Retention</u>
	<u>Purchasing:</u>					
S.10	Shipping Memos and/or Bills of Lading for Returns, Repairs, etc. Out of Storeroom	Storeroom	H			
S.15	Cash Purchases Authorization Slips - Form 3575	Storeroom	R-12			
S.20	Cash Sales Slips	Storeroom	G**			
S.55	Receiving Report (Master) & Shipping Documents	Storeroom	H			
S.70	Year-End Storeroom Inventories & Work Sheets	Storeroom	G**			



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**RECORD RETENTION SCHEDULE - TECHNICAL SERVICE**

Issue Date:

C: Denotes Change      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
<u>Environmental:</u>						
H.01	Material Safety Data Sheet (MSDS) Listings		Tech. Service	D-30		
H.02	Obsolete MSDS Listings		Tech. Service	D-30		
<u>Solid Waste:</u>						
H.05	tH samples Solid Waste Site (Permit No. 08028) Report to Cowlitz-Wahkiakum County Health District		Tech. Service	B		
H.07	Industrial Solvents/Waste Records of Receipt, Use and Disposition. Waste Manifests		Tech. Service	D-3		
<u>Water:</u>						
H.10	Effluent Report Data Sheet (Contains Daily Values)		Tech. Service	P		
H.15	NPDES Discharge Monitoring (Report to DOE)		Tech. Service	P		
H.20	Wastewater Treatment Plant (Monitoring Report to DOE)		Tech. Service	P		
<u>LFCo. Internal Reports to be Available for On Site Inspection:</u>						
H.25	BOD Testing Work Sheet, Primary and Secondary Effluent. Lab Sheet Containing Saturday TSS Testing for Secondary Effluent.		Tech. Service	J		
H.35	Sanitary Sewer Report		Tech. Service	J		
H.40	Sanitary Sewer Testing - BOD, pH and TSS		Tech. Service	J		
H.50	Secondary Treatment Plant Lab Work Sheets - TSS, etc.		Tech. Service	J		
H.55	Secondary Treatment Plant Data Sheets #1 and #2		Tech. Service	J		
H.60	Secondary Treatment Plant Statistical Record Sheets #1 and #2		Tech. Service	J		
H.65	Sanitary Flow, Effluent Flow Temperature and pH Chart nos. 74-2-10, 74-2-40, 74-2-65 and 21-74-20		Tech. Service	J		

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RECORD RETENTION SCHEDULE - TECHNICAL SERVICE

Issue Date:

C: Denotes Change                      Supersedes:

Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
	Air:					
H.70	Monthly Summary Report to DOE		Tech. Service	P		
	LFCo. Internal Reports to be Available if Requested:					
H.75	Air and Water Pollution Control Data for Pulping Area, Form 3316		Tech. Service	J		
H.80	Air and Water Pollution Control Data for Recovery Area, Form 3316-1		Tech. Service	J		
H.85	Charts for Pollution Control Data: Chart nos. 12-14-62, 12-15-45, 12-15-70, 12-19-60, 12-19-79, 14-01-41, 14-02-41, 14-03-41, 14-04-41, 20-12-52, 20-13-70, 20-16-70, 20-17-70, 20-20-51, 20-20-70		Tech. Service	J		
H.86	Stripchart Recorder/Analog Output: Continuous Emission Monitor Stripcharts		Tech. Service	P		
H.87	Computer Printouts: #5 Kiln TRS Emission Report; I/A D.A.S. Daily Environmental Report; #19 Furnace Reports (SMS Computer)		Tech. Service	J		
H.88	Typewritten/Handwritten Reports: WA State Report Copies/Air Quality Engr. All Data Pages		Tech. Service	P		
H.89	Typewritten/Handwritten Reports: Form 3502-3 Pulping Pollution Report; Recovery Pollution Report		Tech. Service	J		
H.90	Particulate Sampling Worksheets		Tech. Service	J		

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RECORD RETENTION SCHEDULE - TIMBER

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Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
	Timber:					
X.25	Herbicide & Pesticide Application & Testing Records - Deer Island, Nehalem & S. W. Wash. Tree Farms	Lv. Timber	D-3			
	All Other Tree Farms	T.F. Office	D-3			
X.50	Timber Logging Contracts & Supplements thereto	Acctg.	A		Timber Office Tree Farm Mgr.	C C
X.60	Timber Dept. Temporary Easements or Right-of-Ways	Timber Office	A		Tree Farm Mgr.	C

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RECORD RETENTION SCHEDULE - TRANSPORTATION

Issue Date:

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Record No.	Record Description:	File	Primary Time	Retention Copies	Working Time	Retention
	<u>Transportation:</u>					
Y.20	Claims		Transportation	H		
Y.30	Freight Bills (Statements)		Transportation	J		
Y.40	Railroad Track Right-of- Way Agreements	Executive/Lv. B Document File		Transportation Dept.		C
Y.50	Routing Records		Transportation	G		